



Member of New Jersey and Pennsylvania Bars

CHECKLIST FOR DOCUMENTS

Please bring with you to our meeting *copies* of the following documents. The law requires that you produce this information, which is necessary before an attorney can advise you about filing bankruptcy.

A. Documents Regarding Income

1. Pay stubs for the past 6 full months for you and your spouse (if any), including a non-filing spouse
2. All documents that show the amount that someone else contributes to the household income and expenses
3. Proof of other sources of income such as pensions, interest, support, alimony, severance pay, rental income for the past 6 months
4. If you are in business, proof of your gross business income and business expenses for the past 6 months
5. Federal & State Tax Returns or transcripts for the past 4 years

B. Documents Regarding Your Home or Mobile Home [check when provided]

1. Copy of deeds to property owned in the last 8 years, including timeshares and condominiums
2. Settlement Statement for any property transferred or refinanced in the last 8 years
3. Current mortgage, home equity loan or line of credit statement
4. Proof of current value of your home or mobile home such as an appraisal or brokers price opinion
5. Most recent property tax bill
6. Most recent statements for each utility and cell phone
7. Most recent homeowners association dues or fees
8. Most recent homeowners or renters insurance
9. Registration for Mobile Home

C. Documents Regarding Your Vehicle (cars, boats, motorcycles, motor homes, etc)

1. Vehicle registrations for each vehicle
2. Proof of insurance
3. Most recent vehicle loan or lease statement

D. Financial

1. Credit card statements for past 4 months, including letters from collection agencies
2. All statements, notices, bills or letters showing any other debts, such as medical bills, personal loans, taxes, lawsuits, car loans, repossessions, furniture loans, jewelry loans, etc.
3. Last 12 months bank statements for each bank, credit union, and investment or stock trading account
4. Last statement for any IRA, 401K, education individual retirement account, tuition credit program or medical savings plan
5. Life Insurance policy declaration page

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E. Domestic Matters

1. Child or family support orders
2. Proof of last 6 months of payment of Domestic Support Obligations
3. Dissolution agreements or judgments
4. Prenuptial or post nuptial agreements
5. Registration certificate for domestic partnerships

F. Identification

1. Driver's license, ID, or passport
2. Social Security Card, a W-2 or tax notice showing your complete social security number

G. Miscellaneous

1. Contracts for purchase of vehicles, electronics, jewelry, furniture, etc. over time within the past 3 years
2. Proof of any lawsuits filed against or by you in the past two years and proof of any ongoing lawsuit no matter how old it is
3. Documents relating to any prior bankruptcies filed by you
4. Documents relating to any personal guarantees or notes signed by you, including those signed as a co-borrower
5. Any document showing any loan secured by any property of any kind during the past 3 years
6. If you desire, a recent credit report. A free credit report can be obtained at www.annualcreditreport.com
7. A list of all of your addresses in the last 3 years